

CLASSIFICATION

## MEMORANDUM FOR THE RECORD

DATE

30 Apr 69

SUBJECT

Records Mgt Board Report Apr 30, 69

FILE NUMBER

STATINTL

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Discussion today with [REDACTED] of Loy [REDACTED]  
Real Estate + Construction obtained an estimate of \$570,000 for construction at [REDACTED] of <sup>a 20,000 sq ft</sup> ~~20,000~~ addition to the Records Center. He said this includes design contingencies and supervision. I added \$30,000 for the necessary 40,000 cubic feet of shelving needed in that size addition. The report carries a construction estimate of \$600,000 for an addition with a 40,000 cu ft capacity.

STATINTL

I spoke with [REDACTED] office in Personnel. Mickey there informed me he has some 700 agency personnel specifically listed as involved in Records Work.

STATINTL

He said he had another 3,000 personnel who could or may not be involved in records work. They occupy any one of some 54 positions with all kinds of records connotations - i.e. clerks, librarians, archivists, security clerk, supply clerk, correspondence clerk, Voucher Clerk, secretary, typist, personnel assistant, fiscal assistant etc. In the report I state some 2,200 people work on agency files.

OFFICE AND TITLE

SIGNATURE

STATINTL